

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2003 - JUNE 30, 2004**

1. DEPARTMENT/COURT INFORMATION:

Department/Court: ASSESSOR/RECORDER/COUNTY CLERK

Division/Unit: MANAGEMENT SERVICES

2. VOLUNTEER PROGRAM BENEFITS:

- a. **GENERAL VOLUNTEERS** (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	0	Hours		x	\$17.19	=	
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Types of work performed by GENERAL VOLUNTEERS in this category:

- b. **INSTITUTIONAL VOLUNTEERS** (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	0	Hours		x	\$ 17.19	=	
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

- c. **SPECIALIZED VOLUNTEERS** (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.

<u>Position</u>	<u>Hours</u>	<u>x</u>	<u>VCL</u>	<u>=</u>	<u>Dollar Benefit</u>
<u>Appraiser III</u>	<u>148</u>	<u>x</u>	<u>28.73</u>	<u>=</u>	<u>\$4252.04</u>
<u>Assessment Clk.</u>	<u>284</u>	<u>x</u>	<u>14.83</u>	<u>=</u>	<u>\$4211.72</u>
<u>Intermediate Clk.</u>	<u>26.5</u>	<u>x</u>	<u>14.10</u>	<u>=</u>	<u>\$ 373.65</u>

No. Vol	3	Total Hours	458.5	Total Value	\$8,837.41
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

Appraiser-related duties and clerical support activities

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>Benefit</u>	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar</u>
2a:	_____	_____	\$ _____
2b:	_____	_____	\$ _____
2c:	3	458.5	\$ 8,837.41

TOTALS:	3	Total Hours	458.5	\$ 8,837.41
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3. DONATIONS TO VOLUNTEER PROGRAM: N/A

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

<u>Item Donated</u>	<u>Value</u>	<u>Item Donated</u>	<u>Value</u>
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

TOTAL VALUE \$

4. VOLUNTEER PROGRAM COSTS:

- a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours 25 x Rate \$ 19.60 = \$ 490.00

- b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours 10 x Rate \$ 41.29 = \$ 412.90

c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

Item	Cost
none	

TOTAL OF OTHER PROGRAM COSTS

=

\$ - 0 -

d. TOTAL OF VOLUNTEER PROGRAM COST =
(add 4a, 4b, and 4c)

\$ 902.90

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 8,837.41

b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$ - 0 -

ADD a + b \$ 8,837.41

c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) (\$ 902.90)

TOTAL PROGRAM BENEFIT \$ 7,934.51

6. **RECRUITING:**

Please describe your recruiting programs:

Partnership with the County's Dept. of Area Agency on Aging, Retired Seniors Volunteer Program (RSVP).

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

None

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2004-05:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Use volunteers to perform civil wedding ceremonies; increase the number of volunteers; continue to use the RSVP to recruit volunteers.

9. **GENERAL INFORMATION:**

Name of Person Completing Report: Rowena Reno

Phone Number: 619-685-2400 Mail Stop A-4 E-Mail rena.reno@sdcounty.ca.gov

Volunteer Coordinator: Rowena Reno

Phone Number: same as above Mail Stop A-4 E-Mail same as above

10. **DEPARTMENT CERTIFICATION:**

Barbara KW

DEPARTMENT HEAD SIGNATURE

7/15/04
DATE